King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.02.011 - Supplies, Purchasing, and Procurement		Approved By:	Director Allen Nance
		Effective Date:	February 07, 2025
		Reviewed By:	PRC, CFO
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Purpose
To establish procedures for the procurement of goods and services for the Department, in alignment with County rules and policies.

Policy
It is the policy of this Department that all supplies and services are procured for official county business in a legal and ethical manner, and in compliance with state laws and regulations, King County ordinances, King County Finance and Business Operations Division (FBOD) Procurement and Payables Section policies and procedures, and DAJD Finance Section guidance and procedures.

References

State: State Constitution Article VIII, Section 7

RCW: 36.32.245
39.04.190

King County Code (KCC): 2.16, 2.93, 3.12, 3.24, , 12.16 and 18.20
King County Goods & Services Procurement Guide
King County General Procurement Policy (CON-7-27-EP)
King County Procurement of Goods and Services (CON-7-24-EP)
King County Sustainable Purchasing Policy (CON-7-22-1-EP)
Use of King County Purchasing Card for Purchases of Goods and Services (CON-7-16-2-EP)

Department Policy: 1.02.014, Fiscal Policies, Procedures, Best Practices, Internal Controls and Audit Preparedness

A. General Guidelines

1. Those authorized to make or approve purchases should comply with all relevant County policies, and the King County Goods and Services Procurement Guide.

2. For anything other than standard purchases by authorized King County Procurement Card (P-Card) holders, employees should first secure approval by their Division Director or designee via their chain of command.
   a. Purchases under $10,000, including tax, may be purchased as a Direct Buy. A contract may be use but is not required.
   b. Purchases from $10,000-$50,000, including tax, requires quotations/invitations to bid and a contract.
   c. Purchases over $50,000, including tax, requires a request for a proposal and a contract.
3. The Finance Section shall be responsible for initiating and administering all procurement contracts, including:
   a. Ensuring that Division Directors or designees have reviewed and approve of all procurement contracts originating from their division, and that they are the signatory for contracts valued under $10,000.
   b. Ensuring the Department Director or designee is the signatory for all contracts valued at or over $10,000, following review and approval by the Division Director.
   c. Ensuring all contracts are reviewed by the Prosecuting Attorney's Office prior to signature.
   d. Ensuring all active contracts are stored in a shared Finance Section repository, that terms are monitored, and that Divisions are notified of pending term expiration with enough time to prevent a lapse in service, if applicable.
4. Facility Commanders/Division Directors are responsible for ensuring there is adequate budget appropriation available prior to approving purchases. Considerations should include, but are not limited to, price, shipping costs, installation costs, maintenance agreements and sales or use tax.
5. The Finance Section will coordinate work with the FBOD Procurement and Payables Section as needed.
6. The Finance Section will make purchases and payments in accordance with current King County finance and procurement policies and Department policy 1.02.014, Fiscal Policies, Procedures, Best Practices, Internal Controls and Audit Preparedness.

B. Procedures for Adult and Juvenile Divisions

1. Adult division employees should make requests for appliances, fixtures, supplies, and mechanical devices directly to the M&S Office. All requests should be submitted in writing. Juvenile division staff should make requests to the Central Supply Office.
2. The M&S Sergeant (or designee)/Central Supply Inventory Purchasing Specialist (Juvenile Division):
   a. Reviews requests for compliance with security needs of the facility.
   b. Determines if adequate appropriation is available for routine requests or if requests are for non-budgeted expenditures. At the Juvenile Division, if purchases are necessary the Central Supply Inventory Purchasing Specialist should submit a request via the Procurement Request Form (PRF) system to be approved by the Division Director or the Deputy Division Director.

c. Forwards information for non-standard requests to the Facility Commander/Major (Division Director or Deputy Division Director for the Juvenile Division), Department of Executive Services, Facilities Management Division, Building Services Section, and/or Procurement Division, for review as appropriate.
d. Based upon the above reviews, verifies with the Facility Commander/Division Director or Deputy Division Director (for the Juvenile Division) that appropriation is available. At the Juvenile Division, the Division Director or Deputy Division Director will approve the request via the PRF system.
e. Upon delivery, verify the item and the quantity is correct for the order.
f. At the Adult Division, authorizes payment by signing the invoice and forwarding same to the Inventory/Purchasing Officer, or the Quartermaster, as appropriate. At the Juvenile Division, invoice is submitted for final approval and payment via the Oracle system.

C. Purchases via P-Card

P-cards are administered and monitored by the Procurement and Payables Section in FBOD.

1. P-Cards may be issued to division purchasers who are tasked with purchasing goods and supplies.
2. Staff for whom P-Cards are issued should complete a "Cardholder Agreement" form and comply with all rules and guidelines governing their use.
3. The DAJD P-Card Coordinator is responsible for determining the Single Transaction Limits, Monthly Transaction Limits, and Merchant Category Code (MCC) Blocks for each department P-Card holder.
4. Use of the P-Card is governed by the same policies regarding compliance with the County's contracted suppliers or competitive solicitation purchasing rules.
5. P-Card holders are responsible for safeguarding their P-Card and account numbers and are to be the sole user of their P-Card/P-Card account number.
6. All records of P-Card use, i.e., invoices, order confirmations, competitive processes, should be retained in accordance with current retention schedule guidelines.
7. All P-Card transactions should be processed by the P-Card holder within 10 days of the transaction posting to the cardholder's' Expense account.
8. All fraudulent P-Card transactions should be immediately reported by the card holder to their direct supervisor, the department P-Card Coordinator, and the P-Card Management Team in King County's Procurement & Payables Section.
9. The P-Card holder should contact the fraud department of the bank issuing the P-Card and report all fraudulent activity and comply with all instructions directed of them by the issuing bank.
10. P-Card holders should surrender their P-Card to the P-Card Coordinator if/when the card holder is leaving their position, or the P-Card is no longer needed.
11. All P-Card holders should retake their P-Card training once every two years.